



POLICIES / CHARTER

TITLE:	NATIONAL RECREATIONAL TRAILS PROGRAM ADVISORY COMMITTEE (NRTP-AC)
POLICY NUMBER:	06.09
REFERENCE:	RCW 43.99.025(6) [Committees], 43.99.130 [Assisted by other state departments], WAC 286-04-065 [Evaluations], 286-13-030 [Application review], 286-13-090 [Federal assistance]
EFFECTIVE DATE:	November 19, 2004
SUPERSEDES:	December 18, 2001
APPROVED:	(Director Johnson)

1-CREATION & PURPOSE

A National Recreational Trails Program Advisory Committee (NRTP-AC) is established to provide counsel and review on NRTP matters, including related:

- Policies
- Project Selection
- Procedures
- Statewide Planning.
- Legislative Issues

In fulfilling this purpose, NRTP-AC advises IAC's Director in implementing NRTP by developing and applying program procedures, recommending projects for funding, and providing other technical assistance and project review.

2-ADMINISTRATION

IAC's Applied Planning Section Manager is the Executive Secretary to NRTP-AC and provides administrative support, including meeting arrangements and summaries, information on issues, and grant requests.

3-MEMBER DUTIES

In addition to representing the interests and views of their respective organizations, NRTP-AC members are responsible for helping to achieve program policies, goals, and objectives. These are as established in this charter, program manuals (including *NRTP: Policies & Project Selection*), and other relevant rules and documents (including the federal *RTP Interim Guidance*).

Each member must report to the Executive Secretary any NRTP project related conflict of interest. Such conflicts usually arise when a member or person related to a member (agent, family member, partner, etc.) uses this position for financial or other gain. For example, an ethical or legal conflict of interest might arise if a member:

- Has a financial or business interest in a project *or*
- Uses his position as a member to secure a special privilege/ exemption, or
- Receives compensation, a gift, or favor that could reasonably be expected to influence or reward the action or inaction as a member.

4-MEMBERSHIP

REPRESENTATION. The NRTP-AC shall include representatives of groups affected by this program's funding. Recreationist and agency representatives will be sought from:

- Trail user groups (4 each from motorized and non-motorized; each 4 year term to be staggered).
- Local, state and federal agencies (the Director will periodically review agency members and modify as necessary).
- Citizen(s)-at-large (an optional category to be filled primarily by a person[s] with an exceptional understanding of trail and/or closely related issues; each 4 year term to be staggered).

Along with trail related expertise, IAC's Director will work to ensure that appointees represent the full range of Washington's geographic, cultural, gender, physical ability, and age characteristics. The Director may appoint additional ex-officio members and special study or advisory committees as necessary.

TERMS. Government representatives are assigned by their agency head (director, ranger, etc.). Other members will normally serve four-year overlapping terms to ensure a continuity of knowledge and experience. The Director may reappoint members for a total of eight years service on NRTP-AC before reapplication is required.

STANDING. NRTP-AC members have equal standing and share fully in all activities and duties, including voting.

REMOVAL. The Director may remove any NRTP-AC member for cause such as lack of participation in NRTP-AC activities (such as the project ranking process), an unexcused absence from the annual evaluation meeting, or actions contrary to IAC's mission or this NRTP-AC charter.

5-SELECTION

Members are appointed by IAC's Director based on an assessment of: (not prioritized)

- a) Knowledge of relevant issues, experience.
- b) Relevant education, training, skills, licenses, certificates, employment.
- c) Support from category represented (may not be applicable to "at large" position).
- d) Performance history (meeting attendance, participation/contributions).
- e) Future performance (time/resources to fully participate in NRTP-AC activities).
- f) Diversity (geographic, gender, ethnicity, physical ability, and age).

Appointments may be confirmed by IAC's Board.

6-OPERATION METHOD

Most meetings are led informally by IAC staff and decisions are made by consensus. Project evaluation balloting is confidential.

7-MEETINGS and COMPENSATION

Meetings are scheduled at times and locations most convenient to the non-agency members. If funds are available, and on approval of the Director, NRTP-AC members may receive per diem compensation from IAC.

October 21, 2004